

BUTLER COUNTY LOCAL BOARD OF RESIDENTIAL BUILDING APPEALS

APPLICATION FILE AN APPEAL

- A person filing an appeal with the local board of residential building appeals must be affected by orders, decisions, or determinations made relative to the Residential Code of Ohio for One-, Two-, and Three-Family Dwellings.
- A person filing an appeal must have a legal and/or equitable interest in the property affected in the appeal, or be an attorney or agent representing the person having legal or equitable interest.
- An appeal fee is required when the appeal is filed to the address listed below. All checks are made payable to Butler County Building Dept. The fee charged is \$500.00. This fee is non-refundable regardless if the appeal is withdrawn.
- Submit 6 copies of the Residential Building Official letter showing the orders, decisions, or determinations made relative to the application of the Residential Code of Ohio.
- Prepare an explicit typewritten statement, with original signature, using blue ink on each of the 6 – 8 ½ x 11 letters addressed to the Board of Residential Appeals, setting forth the following.
 - Request for hearing of appeal from decision of the Residential Building Official.
 - Clear and accurate description of what elements in the Residential Building Official letter are being appealed.
 - All facts and reasons why the determination sought should be granted.
- Provide six (6) sets of drawings pertinent to the appeal for the Board's and Residential Building Official's examination.
- All items listed above must be filed at the same time. No partial submittals will be accepted.
- The applicant will be notified of the hearing, date, time, location of said hearing.
- Applicant or a representative must be present at the hearing to avoid the denial of this application.

Property Address in question: _____

Name of Applicant: (print or type) _____

Address: _____ **Phone#()** _____

Name of property owner (if different from applicant) _____

Address: _____ **Phone#()** _____

I hereby state that all above statements & the statements contained in the accompanying documents are true.

Applicant signature